

# ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

**FROM:** FOIAb3b  
 [REDACTED], SA/DD/A  
 Room 225 Admin Bldg. X738

**NO.**  
**DATE** 18 Oct 54

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. FOIAb3b OGC Mr. [REDACTED]	317 South				Bob: Agree with your draft. I have appended only one suggestion, that of a closing paragraph, draft attached. Also, would it be advisable to sign it "very truly, yours," etc., or is it accepted legal form not to do so? <div style="text-align: right;">[REDACTED] 25X1A                      J.A.C.JR.  <i>his come. address OK</i></div>
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